

# How to Monitor Your Exercise Program with AppleWorks

by Cynthia E. Field

*This month's template is an AppleWorks spreadsheet that can help you achieve your fitness goals. The template produces a fitness log that you use to keep a handwritten record of your weight training and aerobic exercise sessions. Every week or two you enter your exercise data in AppleWorks, which calculates your progress. The author assumes that you use AppleWorks 4, but you can create the template with any version of AppleWorks.*

Embrace the Information Age and you may see some of the results around your waistline. You can become so involved in your projects that you sit for hours. Maybe you even snack at your desk. You're not alone: Jolt Cola, coffee, Twinkies, pizza, and Chinese take-out are part of the computer mystique. And you know that this sedentary lifestyle can wreak havoc with your physical well-being.

Perhaps that is why record numbers of people are joining health clubs and fitness centers. Men and women of all ages are enjoying the benefits of weight training and aerobic exercise.

## AppleWorks Can Help

Whether you belong to a club or exercise at home, you can use the AppleWorks template in *Figure 1* to track your progress and help you reassess your personal fitness goals.

It may seem incongruous to sit at the computer to design a fitness template, but this easy-to-build spreadsheet takes only a little more than an hour to create.

Building the template is a two-part project. First you will create the FITNESS.LOG spreadsheet in *Figure 2*. You then print a copy and pencil in your exercise data as you proceed through each workout. As you can see from *Figure 2*, FITNESS.LOG produces a grid that makes it easy to write down

the information for each workout next to the exercises that you do. The log will give you a permanent written record of your progress. You can track at least seven workouts on each blank FITNESS.LOG page.

After you fill each log sheet with exercise data, you type the information into FITNESS.TEMPL,

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# My Favorite Template...

**Figure 1: Fitness Template**

File: FITNESS.SAMPLE      REVIEW/ADD/CHANGE      Escape: Main Menu

=====A=====B=====C=====D=====E=====F=====G=====H=====I=====J=====K=====L=====M=====N=====O=====P=====F=====BG=====BH=====BI=====BJ=====BK=====BL=====

1 Strength Training and Aerobic Conditioning Progress Worksheet

2

3            Name    Cindy Field

4            Member #    123

5            Trainer   Lou

6 =====

Date -->	4/1/95	4/3/95	4/5/95	4/7/95	4/10/95	4/14/95	4/16/95
8 =====							
9 STRENGTH							
10							
11 Program 1							
12							
13 Duo Squat	30		30		40		40
14							
15 Leg Curl	15		15		15		15
16							
17 Pullover	20		20		22.5		22.5
18							
19 Chest Pr.	20		20		22.5		25
20							
21 Arm Curl	10		12.5		12.5		15
22							
23 Triceps	12.5		15		15		15
24							
25 Crunches	20		20		20		20
26							
27 =====							
28 Program 2							
29							
30 Leg. Ext.		30		30		30	
31							
32 Leg Curl		10		15		15	
33							
34 Rear Pull		20		22.5		22.5	
35							
36 Lat.Raise		10		10		10	
37							
38 10' Chest		30		30		35	
39							
40 Arm Curl		10		15		15	
41							
42 Triceps		12.5		15		15	
43							
44 Hip Away		20		20		20	
45							
46 Hip Squez		20		20		25	
47							
48 Crunches		15		20		25	
49							
50 =====							
51 AEROBICS							
52							
53 Treadmill							
54							
55 Program							
56							
57 Level							
58							
59 Speed						0	0    ERROR
60							
61 Elev.						0	0    ERROR
62							
63 Time						0	0    ERROR
64 =====							
65 Cycle							
66							
67 Program							
68							
69 Level							
70							
71 Speed						0	0    ERROR
72							
73 Elev.						0	0    ERROR
74							
75 Time						0	0    ERROR
76 =====							

Minimum    Maximum    Improvement

30        40        33%

15        15        0%

20        22.5       12%

20        25        25%

10        15        50%

12.5       15        20%

20        20        0%

30        30        0%

10        15        50%

20        22.5       12%

10        10        0%

30        35        17%

10        15        50%

12.5       15        20%

20        20        0%

20        25        25%

15        25        67%

0        0        ERROR

0        0        ERROR

0        0        ERROR

0        0        ERROR

0        0        ERROR

# My Favorite Template...

**Figure 2: Fitness Log**

Strength Training and Aerobic Conditioning Progress Worksheet							
Name							
Member #							
Trainer							
=====							
Date --->							
=====							
STRENGTH							
-----							
Program 1							
Duo Squat							
Leg Curl							
Pullover							
Chest Pr.							
Arm Curl							
Triceps							
Crunches							
=====							
Program 2							
Leg Ext.							
Leg Curl							
Rear Pull							
Lat.Raise							
10' Chest							
Arm Curl							
Triceps							
Hip Away							
Hip Squeez							
Crunches							
=====							
AEROBICS							
-----							
Treadmill							
Program							
Level							
Speed							
Elevation							
Time							
=====							
Cycle							
Program							
Level							
Speed							
Elevation							
Time							
=====							

which is a larger version of the exercise log. FITNESS.TEMPL handles up to 28 exercise sessions. It also calculates percentage improvements in your weight training or aerobics activities. Visualizing the results this way can help you to reassess your goals. It is also a boon to your confidence to see on screen (or on paper) that you are getting stronger and more physically fit.

## Overview

The FITNESS.TEMPL spreadsheet has four sections. Section A (cells A1 through M5) contains the template's title and labels for personal information. If you leave your fitness log at the health club after each session, the template offers a place for your name, membership number, and your trainer's name. If you plan to use the template at home for two or more family members, you should include the "name" label. Otherwise, you can customize and format this section of the template any way you choose. But leave row 6 intact; that is where you will begin constructing the template's grid.

Section B (cells A6 through A76) lists the exercises in your strength-training and aerobics programs. Strength training involves free weights or circuit machines. Aerobic training equipment includes treadmills, stationary bicycles, cross-country ski machines, and step machines.

Fitness gurus recommend that your strength-training exercises include 8 to 12 repetitions (such as lifting a weight) during each workout. You should also alternate between two exercise sequences or programs, allowing a day or two of rest between the programs. The template includes room for six exercises for Program 1 in cells A11 through A25 and nine exercise for Program 2 from cells A28 through A48. If your program includes additional exercises, you can modify the template by using more spreadsheet rows.

Section B also includes two types of aerobic exercises: The treadmill (cells A53 through

**Figure 3: Labels to Enter**

Cell(s)	Label	Cell(s)	Label	Cell(s)	Label
C3	Name	A23	Triceps	A46	Hip Squez
C4	Member #	A25	Crunches	A48	Crunches
C5	Trainer	A28	Program 2	A51	AEROBICS
A7	Date --->	A30	Leg Ext.	A53	Treadmill
A9	STRENGTH	A32	Leg Curl	A55	Program
A11	Program 1	A34	Rear Pull	A57	Level
A13	Duo Squat	A36	Lat.Raise	A59	Speed
A15	Leg Curl	A38	10' Chest	A61	Elevation
A17	Pullover	A40	Arm Curl	A63	Time
A19	Chest Pr.	A42	Triceps	A65	Cycle
A21	Arm Curl	A44	Hip Away		

A63) and stationary bicycle (cells A65 through A75). If you prefer other kinds of equipment, you can change the labels to suit your needs.

Section C (cells C7 through BE75) is the data entry area. This is where you will record your performance at each workout.

Section D (cells BH11 through BK75) is the data analysis area. The formulas in this section of the template compare the minimum and maximum weights you lifted (for strength-training exercises) to calculate a percentage improvement for each exercise. For instance, if the weight you could lift in the "Arm Curl" exercise increased from 15 pounds to 30 pounds over time, your strength increased 100% in that exercise. For aerobic exercises, the formulas compare parameters such as the minimum and maximum distances you walked on the treadmill or your minimum and maximum time on the stationary bike.

## Creating the FITNESS.LOG

You will start by creating the "fitness log" subsection of the template in cells A1 through P76 (see Figure 2). Follow these steps:

1. Launch AppleWorks and start a new spreadsheet named "FITNESS.LOG".
2. Use Apple-V to set recalculation "Frequency" to "Manual".
3. Use Apple-L to narrow columns B through P to one character.
4. Use Apple-L to widen columns C, E, G, I, K, M, and O to eight characters. *[Ed: Following the procedures in steps #3 and #4 saves eight steps compared to setting the column widths individually. UltraMacros users can save additional keystrokes by creating a keyboard macro from the first column-widening keystrokes. Then play back that macro to widen the remaining columns.]* Columns A through P should fit across the width of the screen.
5. Type the label "Strength Training and Aerobic Conditioning Progress Worksheet" in cells A1 through N1.
6. Enter the labels from Figure 3. Use three dashes followed by the "greater than" symbol to generate the arrow in cell A7. There is no space between "Lat." and "Raise" in cell A36. And remember to type a quotation mark before entering "10' Chest" in cell A38.
7. Copy cells A55 through A63 "Within worksheet". Copy these cells into cell A67. This copies the labels from the treadmill section into the cycle section of the worksheet.

**Figure 4: Printer Options for FITNESS.LOG**

Setting	Result
PH	omit printed header
LI to "8"	change the lines-per-inch setting to 8
LM to "0.5"	create 1/2-inch left margin
TM to "0.5"	create 1/2-inch top margin

## Creating the Grid

Now you will use "=", "-", and "I" characters to create grid lines to help you enter your data. Follow these steps (remember to press Shift-" before you type these symbols into AppleWorks):

1. Fill cell A6 with nine equal signs.
2. Copy cell A6 "Within worksheet" to cells B6 through P6. The dividing line should span the screen from columns A through P.
3. Copy cells A6 through P6 "To clipboard" as a "Block". [Ed: You can select the cells quickly by pressing Apple-Right Arrow.]
4. Copy the contents of the clipboard to cells A8, A27, A50, A64, and A76.
5. Fill cell A12 with nine hyphens. Copy the cell "Within Worksheet" to cells B12 through P12 to fill the row.
6. Copy cells A12 through P12 "To clipboard" as a "Block" and then copy the contents of the clipboard to cells A14, A16, A18, A20, A22, A24, A29, A31, A33, A35, A37, A39, A41, A43, A45, A47, A54, A56, A58, A60, A62, A66, A68, A70, A72, and A74.

That completes the dividing lines across the worksheet rows. Now you will continue with these steps to create the column dividers:

7. Type "I" (Shift-\) in cell B7. (Remember to type a quotation mark before this "special character".)
8. Copy cell B7 "Within worksheet" into cells B8 through B75.
9. Copy cells B7 through B75 "To clipboard" as a "Block". Then copy the clipboard's contents into cells D7, F7, H7, J7, L7, N7, and P7. The

completed grid should look like the example in Figure 2.

10. With the cursor in cell A1, use Apple-L and "Block" to set the full worksheet's "Protection" to allow "Nothing". Use Apple-Right Arrow and Apple-9 to select the worksheet quickly.
11. Use Apple-O to set the printer options in Figure 4.

Finally, you will save and print the log sheet. Continue as follows:

12. Save the log sheet as "FITNESS.LOG". Then use your favorite file utility program or the file utilities built into AppleWorks 4.0 and later to lock the template.
13. Use Apple-P to print "All" of the FITNESS.LOG worksheet. The printout should fit on a standard piece of paper. Make as many photocopies of the worksheet as you will need for the month.

## Creating FITNESS.TEMPL

Now you will expand the spreadsheet to accommodate 28 days of exercise data. You will also enter formulas that calculate the improvement in your fitness. [Ed: UltraMacros owners can use keyboard macros to automate many of the repetitive operations that follow.]

Continue with these steps to expand the template:

1. Start with the FITNESS.LOG template on your screen and use Apple-N to change its name to "FITNESS.TEMPL".
2. Use Apple-L and lower the level of protection to allow "Anything" in the following blocks of cells: E3 through G5, C7 through C75, E7 through E75, G7 through G75, I7 through I75, K7 through K75, M7 through M75, and O7 through O75.

The first block (E3 through G5) is the personal information area. The remaining seven blocks are the data entry areas for the seven workouts that the spreadsheet accommodates.

**Figure 5: Printer Options for FITNESS.SAMPLE**

Setting	Result
CI to "17"	Prints output at 17 characters per inch
LM to "Ø"	Sets the left margin to zero inches
TM to "Ø"	Sets the top margin to zero inches
BM to "1"	Sets the bottom margin to one inch

3. With the cursor in cell C6, use Apple-C to copy cells C6 through P76 "To clipboard" as a "Block".
4. Copy the contents of the clipboard to cell Q6.
5. Use Apple-L to narrow columns R, T, V, X, Z, AB, and AD to one character each.
6. Copy the contents of the clipboard to cell AE6.
7. Use Apple-L to narrow columns AF, AH, AJ, AL, AN, AP, and AR to one character each.
8. Copy the contents of the clipboard to cell AS6.
9. Use Apple-L to narrow columns AT, AV, AX, AZ, BB, BD, and BF to one character each. FITNESS.TEMPL now accommodates up to 28 workouts.

Next, continue with these steps to enter the fitness-evaluation formulas:

1. Type "Minimum" in cell BH11, "Maximum" in cell BI11, and "Improvement" in cells BJ11 and BK11. These are the column headings for the summary table you are creating.
2. In cell BH13, type "@MIN(C13.BF13)". This formula tells AppleWorks to display the minimum value in row 13. That is the minimum weight you were able to push in the "Duo Squat" exercise.
3. Copy the formula from cell BH13 "Within worksheet" into cell BI13. Press Apple-N to make all of the references "No change". Then use Apple-U to change "MIN" to "MAX". The formula in cell BI13 looks for and displays the highest weight you were able to push in the Duo Squat exercise.
4. In cell BJ13, type "(BI13-BH13/BH13)". This formula calculates the percentage difference

between the lowest and highest weights. AppleWorks will display the value as a "percent" when you format column BJ in step #10 below. For now, the cell displays "ERROR".

5. Put the cursor in cell C6 and use Apple-T to set "Titles" to "Both". Now scroll right to column BH. You should be able to see the names of the exercises in the left-most column on the screen.
6. Copy cells BH13 through BJ13 "To clipboard" as a "Block".
7. Copy the clipboard's contents into the following cells. In each case, choose "Formulas and values" at the prompt: BH15, BH17, BH19, BH21, BH23, BH25, BH30, BH32, BH34, BH36, BH38, BH40, BH42, BH44, BH46, and BH48. These cells should "line up" with each exercise in the Program 1 and Program 2 sections of the worksheet.

Now continue with this step to copy the formulas into the "AEROBICS" section:

8. Copy the clipboard's contents into the following cells. In each case, choose "Formulas and values" at the prompt: BH59, BH61, BH63, BH71, BH73, and BH75.
9. Use Apple-T to reset "Titles" to "None".
10. Use Apple-L to set the "Value format" of column BJ to "Percent" with "Ø" (zero) decimal places.
11. Use Apple-O to enter the Printer Option settings in *Figure 5*:
12. Save and lock "FITNESS.TEMPL".

## Entering Sample Exercise Data

Finally, you are ready to practice using the template by entering some sample data. Follow these steps:

1. Use Apple-N to change the name of the template to "FITNESS.SAMPLE".
2. Enter the sample data in *Figure 6*. Begin by using cell C7 for the first date. [Ed: Press Shift-" before entering each date.] Then enter



## My Favorite Template...

**Figure 6: Sample Data**

Date --->	4/1/95	4/3/95	4/5/95	4/7/95	4/10/95	4/14/95	4/16/95
<u>Program 1</u>							
Duo Squat	30		30		40		40
Leg Curl	15		15		15		15
Pullover	20		20		22.5		22.5
Chest Pr.	20		20		22.5		25
Arm Curl	10		12.5		15		15
Triceps	12.5		15		20		20
<u>Program 2</u>							
Leg. Ext.		30		30		30	
Leg Curl		10		15		15	
Rear Pull		20		22.5		22.5	
Lat.Raise		10		10		10	
10' Chest		30		30		35	
Arm Curl		10		15		15	
Triceps		12.5		15		15	
Hip Away		20		20		25	
Hip Squez		20		20		25	

the data for the Duo Squat and other exercises starting in cell C13. Note that the Program 1 and Program 2 exercises were performed during alternating workouts.

- Press Apple-K to calculate the spreadsheet. The results in columns BH through BJ should match those in Figure 7.
- Save the sample worksheet as "FITNESS.SAMPLE". If you print the sample template, it will require five sheets of paper.

### Tips for Using the Template

You should use the printout of FITNESS.LOG each day that you exercise. The first day, write down the date in the space representing cell C7. [Ed: It's the first space to the right of the "Date --->" label.] Then, as you perform each exercise in Program 1, enter the weight you lifted in the STRENGTH section of the worksheet. Remember that the spreadsheet tracks the weight you are

**Figure 7: Fitness Progress Results**

<u>Program 1</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Improvement</u>
Duo Squat	30	40	33%
Leg Curl	15	15	0%
Pullover	20	22.5	12%
Chest Pr.	20	25	25%
Arm Curl	10	15	50%
Triceps	12.5	20	60%
<u>Program 2</u>			
Leg. Ext.	30	30	0%
Leg Curl	10	15	50%
Rear Pull	20	22.5	12%
Lat.Raise	10	10	0%
10' Chest	30	35	17%
Arm Curl	10	15	50%
Triceps	12.5	15	20%
Hip Away	20	25	25%
Hip Squez	20	25	25%

lifting, not the number of repetitions. (I assume that you are doing the recommended 8 to 12 repetitions of each exercise.)

## My Favorite Template...

If you are using circuit machines that mark weights with letters instead of numbers, write down the letters on the exercise log to help you compare your day-to-day progress at the club or in your home gym. At my club, each successive letter represents another 10 pounds. When I lift the "ABCD" weights together, I am actually lifting 40 pounds.

If you perform an aerobic exercise the same day as your weight training exercises, write down the information you want to track in the AEROBICS area of the worksheet. You can track any or all of the variables that are labeled on the worksheet. At first, you might want to track only the time you are able to spend on the treadmill without tiring. As your endurance improves, you might want to raise the speed of the workout and track the maximum speed you can maintain for, say, ten minutes.

Make sure you enter all exercise information for the same date in the same column. You will enter the date and information for each successive workout in the next available column. When you fill a worksheet page with information for the seven workouts it can accommodate, you are ready to type the information into AppleWorks. *[Ed: You must mentally convert any "letter" weights to their numeric equivalents. AppleWorks' @MIN and @MAX functions and percent layout only work with values.]*

### Conclusion

It may seem paradoxical to say that sitting at your computer can help you become more fit. But the exercise evaluation data you generate with the AppleWorks "Fitness" template can give you the incentive you need to reach your personal fitness goals. ■

*[Dr. Cynthia E. Field has been sitting at computers for nearly 15 years and it's beginning to show! She is the Contributing Editor of the AppleWorks Forum.]*

*[Ed: Working copies of FITNESS.LOG, FITNESS.TEMPL, and FITNESS.SAMPLE appear on this month's NAUG on Disk, which costs \$10 from NAUG. NAUG on Disk requires a 3.5-inch disk drive. The templates are compatible with all versions of AppleWorks.]*

## NAUG News

### News for Multi-Platform Users

Here are two important news items for NAUG members who also use Macintosh computers:

#### MacInTax Bugs

Intuit recently announced that the 1994 version of MacInTax has some bugs that can cause incorrect tax calculations. The bugs affect you if you:

1. import data from any personal tax software and have more than 29 entries in any single tax category, or
2. take a Section 179 deduction or depreciation for a vehicle or other asset purchased in 1994, or
3. depreciate or amortize an asset purchased before 1981 and in its final year of tax life, or
4. depreciate an asset (other than a building) used in a rental activity, or
5. file quarterly estimated taxes in 1995 and have short term capital gains in 1994, or
6. have disability income reported on a Form 1099-R, or
7. have taxable tips reported on Form 4137.

NAUG members who use MacInTax and who fit in one or more of these categories should call Intuit at (800) 224-0948 and order a free copy of the updated version of MacInTax. MacInTax users who do not fit in these categories need not bother ordering the update. Intuit announced that they would pay any IRS penalties that result from these flaws in MacInTax.

#### NAUG Discounts from C•WUG

NAUG members who use ClarisWorks on Macintosh or Windows computers qualify for special discounts on membership in NAUG's sister organization, the ClarisWorks Users Group (C•WUG). C•WUG membership normally costs \$39. However, NAUG members can add the *ClarisWorks Journal* to their NAUG membership for only \$34 per year. NAUG members who switch from AppleWorks to ClarisWorks can transfer the unused portion of their NAUG membership to C•WUG. Contact the NAUG office to order the *ClarisWorks Journal* or to transfer your NAUG membership. ■



# How to Use the Macro Commands in AppleWorks 4 and 5

by Will Nelken

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*This is the first in a series of articles that describes how to use the built-in macro commands of AppleWorks 4.x and 5.0. The author assumes that you know the basics of AppleWorks.*

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UltraMacros does for AppleWorks what AppleWorks did for the Apple II: It significantly enhances AppleWorks' functionality in friendly, usable ways. Now AppleWorks gives every user built-in "macro power".

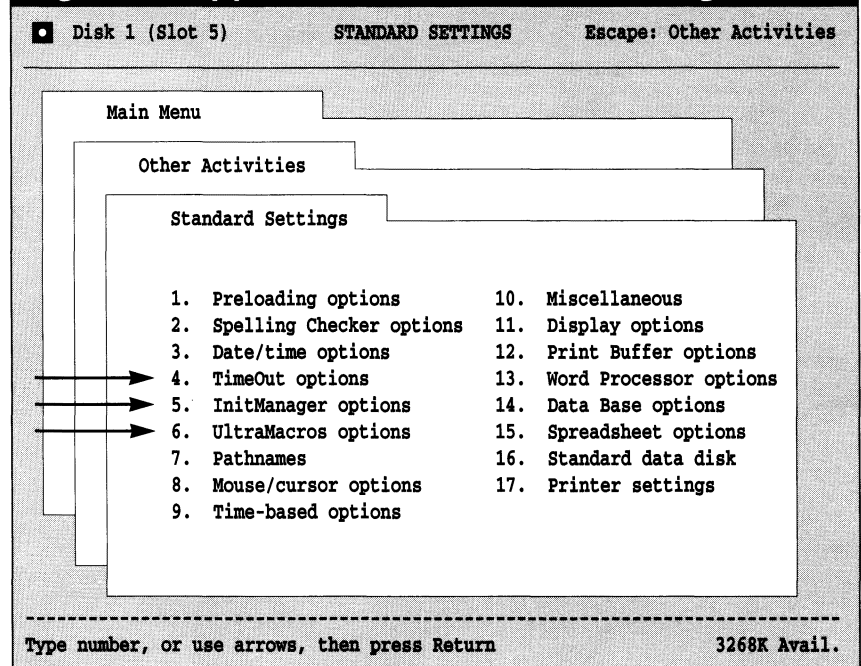
## What is a Macro?

Strictly speaking, a macro is a "macro instruction" – a subroutine or sequence of keystrokes that you execute with a single keystroke.

You've used such command keystrokes in AppleWorks since Day One. Every time you press the Open Apple key in combination with another key, you execute a command subroutine. The Control key works in a similar manner. In fact, until the release of AppleWorks 4, AppleWorks let you use either the Open Apple or the Solid Apple (Option key for GS users) interchangeably. Not anymore. Every copy of AppleWorks enhanced with UltraMacros (and that includes all copies of AppleWorks 4.0 and later) distinguishes between the Open Apple key and the Solid Apple key. A Solid Apple keypress signals UltraMacros to step into action.

The inclusion of UltraMacros commands in AppleWorks 4 and 5 adds new command keystrokes (including several new Open Apple commands) to AppleWorks. And the Solid Apple key now triggers its own separate functions.

**Figure 1: AppleWorks 5 Standard Settings Menu**

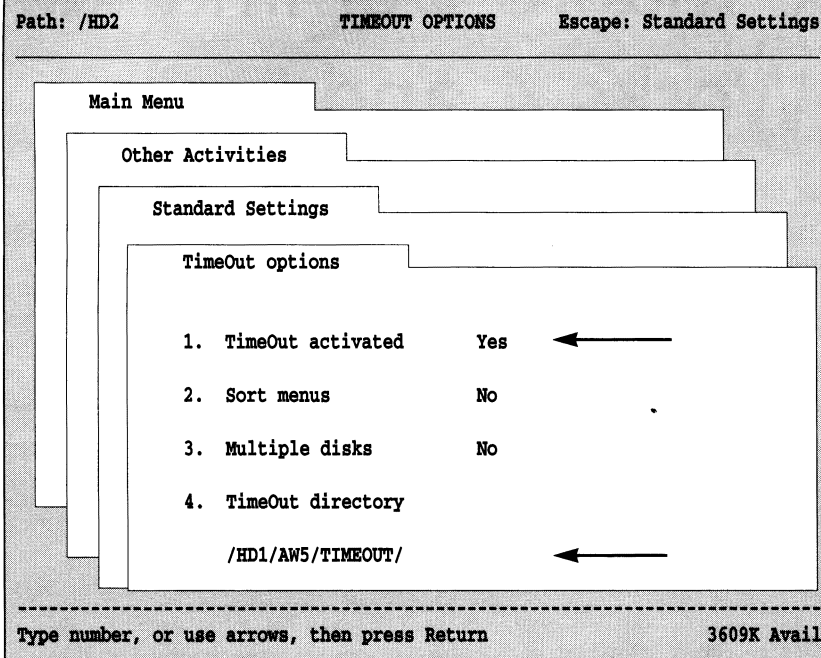


In UltraMacros parlance, <oa-A> refers to holding down the Open Apple key while tapping the "A" key; similarly, <sa-Q> tells you to hold down the Solid Apple (Option) key while tapping the "Q" key. Some macros use more than one command key, as <ba-L> ("Both Apple", or Option and Apple keys) or <sa-ctrl-W> (Solid Apple/Option and Control keys).

## What is UltraMacros?

UltraMacros gives users the ability to create and "play back" macros. You create your macros by either "recording" a series of keystrokes or by writing a "macro program" from scratch.

**Figure 2: TimeOut Options Menu**



Works. AppleWorks 4 includes an UltraMacros “player” that can “play back” pre-recorded macros supplied with AppleWorks or created by others. AppleWorks 4 users must buy UltraMacros 4.3 if they want to add the macro recording function to AppleWorks. AppleWorks 5 includes both the recording and playback functions previously added by UltraMacros, plus some additional commands.

I will refer to the UltraMacros “player/system” to represent these two AppleWorks 4/AppleWorks 5 arrangements.

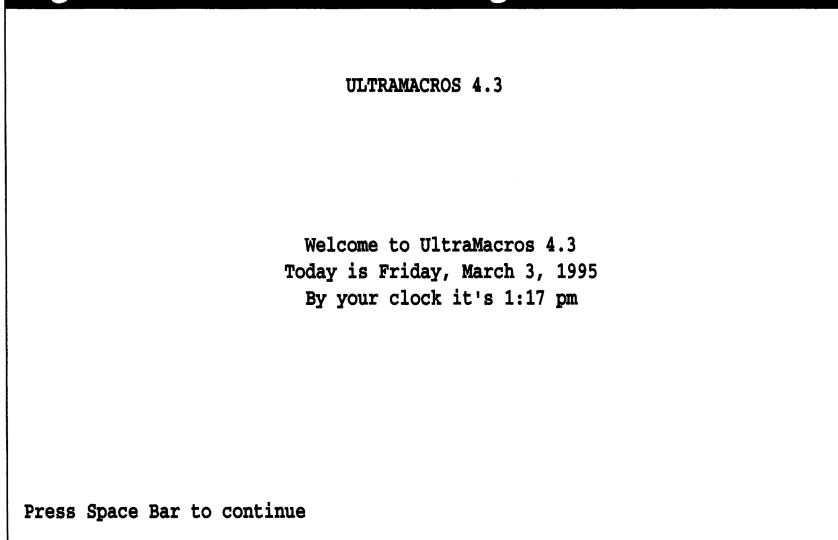
## Got It Turned On?

AppleWorks 4 and 5 ship with UltraMacros turned off; you must turn on the UltraMacros player/system before you can enjoy its benefits. This requires you to change three settings on AppleWorks’ Standard Settings Menu. Specifically, you must activate TimeOut (under “TimeOut options”), the InitManager (under “InitManager options”), and UltraMacros (under “UltraMacros options”) (see *Figure 1*).

Go to the Standard Settings Menu and do that now. Under each option, highlight the first choice (“activated”) and press the Return key until it says “Yes” (see *Figure 2*).

At the same time, check the displayed pathnames to the TimeOut and Init directories. (See *Figure 2*, which depicts the pathname to the current TimeOut directory.) They should point to the location of your TimeOut applications and your Init files, respectively. If they do not, select the “directory” option and use the standard “change disk” commands to locate the proper directory. When its pathname is displayed next to “1. The current disk:”, press the Return key to accept the path. Then press the Escape key to save the path and leave the “Options” filecard.

**Figure 3: UltraMacros Configuration Welcome**



With little effort, you can prepare a macro that creates a new word processor file complete with custom formatting, a personal letterhead and the current date.

Programmed macros can also use “logical functions” (such as “if” statements) to respond differently to user input, the current condition of AppleWorks, or the position of the cursor.

For versions prior to AppleWorks 4, you can buy UltraMacros as a TimeOut enhancement to Apple-

## UltraMacros Primer...

If you use copies of the original AppleWorks disks (or if you used the Installer to copy AppleWorks 4 or 5 onto a hard disk), TimeOut and the Init Manager will know where to find their directories.

Then restart AppleWorks.

### Restarting AppleWorks

Once you make these changes, you will notice additional elements in AppleWorks' startup routine. Specifically, AppleWorks 5's AfterWork screensaver manager will load its init modules into memory. Then AppleWorks will load the inits, its program segments, and then the built-in TimeOut applications.

The first time you restart with UltraMacros active, AppleWorks will greet you with the UltraMacros configuration screen in *Figure 3*. This is UltraMacros' way of recording your name and address for future reference by its built-in macros.

Follow the directions and enter the text requested for each line (see *Figure 4*). Press the Return key to leave the "Organization" entry blank if you do not want the name of an organization or company in your letterhead and return address.

[Ed: To change your personal information in the future, delete the file "Name.Address" from your working copy of AppleWorks. ("Name.Address" holds the information you entered.) Then relaunch AppleWorks. The default macro set will automatically rerun the configuration routine that requests your data.]

AppleWorks then displays its familiar Main Menu, with "Default Macros Successfully Installed - Press any key" highlighted at the bottom of the screen. Press the Return key to erase the message and proceed with your work (pressing the Escape key may render AppleWorks unstable).

**Figure 4: UltraMacros Configuration Entry**

```
Please enter your Name
Will Nelken
Please enter your Organization
Marin MacroWorks
Please enter your Street Address
1675 Grand Avenue
Please enter your City
San Rafael
Please enter your State/Province abbreviation
CA
Please enter your Zip/Postal Code
94901-2211
Is this correct? No Yes
```

**Figure 5: The Macronames Window in AW 5**

File: Declaration	REVIEW/ADD/CHANGE	Escape: Main Menu																						
=====																								
Mankind requires that they should declare the causes that impel them to the Separation.																								
We hold these Truth equal, that they are unalienable rights, Pursuit of Happiness are instituted among Consent of the Governed becomes destructive to alter or to abolish laying its Foundation Powers in such Form their Safety and Happiness Governments long exist transient Causes; a Mankind are more dependent than to right themselves by abolishing the Forms to which they are accustomed. But when a long Train of Abuses and Usurpations, pursuing invariably the same Object, evinces a Design to reduce	<table border="1"><thead><tr><th>Available macros</th><th>Key</th></tr></thead><tbody><tr><td>Add Files</td><td>⌘-A</td></tr><tr><td>Begin a memo in AWP</td><td>⌘-B</td></tr><tr><td>Change case of word</td><td>⌘-C</td></tr><tr><td>Address an envelope</td><td>⌘-E</td></tr><tr><td>Find text</td><td>⌘-F</td></tr><tr><td>Print Name &amp; Address AWP</td><td>⌘-H</td></tr><tr><td>Indent 3 chars</td><td>⌘-I</td></tr><tr><td>ADB jump to Window file</td><td>⌘-J</td></tr><tr><td>AWP return to ADB</td><td>⌘-J</td></tr><tr><td>Calculate page breaks</td><td>⌘-K</td></tr></tbody></table>	Available macros	Key	Add Files	⌘-A	Begin a memo in AWP	⌘-B	Change case of word	⌘-C	Address an envelope	⌘-E	Find text	⌘-F	Print Name & Address AWP	⌘-H	Indent 3 chars	⌘-I	ADB jump to Window file	⌘-J	AWP return to ADB	⌘-J	Calculate page breaks	⌘-K	eated he nts e t ople fect that and that ble,
Available macros	Key																							
Add Files	⌘-A																							
Begin a memo in AWP	⌘-B																							
Change case of word	⌘-C																							
Address an envelope	⌘-E																							
Find text	⌘-F																							
Print Name & Address AWP	⌘-H																							
Indent 3 chars	⌘-I																							
ADB jump to Window file	⌘-J																							
AWP return to ADB	⌘-J																							
Calculate page breaks	⌘-K																							
Choose macro and press Return																								
		3562K Avail																						

### Exploring the "Default Set"

AppleWorks 4 and 5 include a comprehensive set of built-in macro commands. (This is called the "default set" because AppleWorks uses these macros "by default".) Now that you have activated UltraMacros, you can explore these commands.

Start by pressing <sa-esc> to display the scrollable Macronames Window in *Figure 5*. The right side of the window describes each macro's function; the left-hand column lists each launching keystroke. This list will help you remember the purpose of each macro. You can also launch each macro

**Figure 6: AppleWorks 4.x and 5.0 Default Macro Set**

<b>FILE MANAGEMENT</b>			
sa-1	Go to the Main Menu.	ba-right	(AW4 only) Capitalize a word.
sa-2	Works with sa-1. Returns to previous file from anywhere in AppleWorks.	sa-	(Solid-apple-spacebar) Insert a space. (Works even if you have the strikeover cursor.)
sa-A	Add files to the desktop from any disk or path.	sa--	(Solid-apple-dash) Insert subscript codes.
sa-ctrl-L	List all files on the current drive.	sa-/	Swap with character to right to correct transposed letters.
ba-L	Launch a cached task file.	sa-B	Begin a memo.
sa-Q	Switch to next file "down" on the Desktop Index.	sa-ctrl-B	Boldface a word.
sa-ctrl-Q	Switch to next file "up" on the Desktop Index.	sa-C	(AW5 only) Change the case of the current word.
ba-Q	QuickerPath. Changes the current path to one of the pathnames.	sa-ctrl-C	Close a letter.
sa-ctrl-R	Revert to the last saved version of a file.	sa-ctrl-D	Make two paragraphs into one.
sa-S	Save the current file to any disk or path.	sa-E	Address a standard #10 envelope.
sa-ctrl-S	Show the filestatus of the current file.	sa-F	Prepare to find new text in the document.
ba-T	TripleMenu. Displays a list of files on all three desktops.	sa-ctrl-F	Find next forced page break.
ba-U	Remove a task file from the cache.	sa-H	Print name, organization, and address.
ba-del	Prepare to delete a file from the current disk.	sa-I	Set the indent at 3 characters from the left margin.
<b>DATA BASE</b>			
sa-left	At the single record CHANGE RECORD LAYOUT screen, jump the cursor to the previous category.	sa-J	Return to data base from the word processor Help file.
sa-right	At the single record CHANGE RECORD LAYOUT screen, jump the cursor to the next category.	sa-K	Calculate page breaks and find a page number.
sa-F	Prepare to find new text.	sa-M	Set left and right margins.
sa-J	While viewing a word processor file with oa-W in the data base, jumps to the same spot in the AWP.	sa-N	Print your name.
sa-P	Print report #1 with today's date to printer #1.	sa-O	Reset the indent to Ø.
sa-R	Rename current category while in REVIEW/ADD/CHANGE mode.	sa-ctrl-O	Delete the next printer option.
sa-T	Total a column of numbers without printing a report.	sa-P	Copy or move a paragraph to the clipboard.
sa-W	Quick column changer.	sa-R	Replace a printer option.
<b>WORD PROCESSOR</b>			
sa-tab	Set a tab at the cursor position.	ba-S	Insert superscript codes.
ba-down	(AW4 only) Force a word to lower case.	sa-del	Display the Delete Menu.
ba-up	(AW4 only) Force a word to upper case.	sa-U	Undo last delete.
		sa-Z	Remove carriage returns.
		sa-\	Swap with word to the right to correct transposed words.
<b>SPREADSHEET</b>			
		sa-P	Print a file with today's date to printer #1.
		sa-R	Toggle recalculation frequency.
		sa-V	Change a formula to a value.
		sa-W	Change column widths.

## UltraMacros Primer...

directly from this list by highlighting the macro function and pressing the Return key.

There are some minor differences in the macro-names lists displayed by AppleWorks 4 and AppleWorks 5. These differences occur because (1) UltraMacros 4.4, which is built into AppleWorks 5, allows a longer list, and (2) some of the built-in commands were changed in the newest version of AppleWorks. (I will describe these differences in next month's article.)

Due to memory limitations, the Macronames Window only lists some of the macros included with AppleWorks 4 or 5. A full list of the macro commands available in the default set appears in *Figure 6*. You will use some of these macros more than others, but you will soon think of them all as a part of AppleWorks. It won't be long before you wonder how you ever got along without them!

The file "AW4.0 Macros" or "AW5 Macros" (located on the AppleWorks Install Disk in /EXTRAS/MACROS) includes brief descriptions of the macros in the default set. This month's issue of **NAUG on Disk** includes two versions of TimeOut HelpScreens that present the same information alphabetically and by function. Copy these files to the location of your TimeOut applications, restart AppleWorks, and you can select one from the TimeOut Menu to view a description of each available macro.

Next month, we'll take a close-up look at each of these macros and see how we can use them in our everyday AppleWorks routines. ■

*[Will Nelken is a pastor in San Rafael, California, author of two books about UltraMacros, and designer of numerous commercial macro programs.]*

*[NAUG on Disk costs \$10 directly from NAUG. Rev. Nelken's TimeOut Applications require AppleWorks 4.0 or later. NAUG on Disk requires a 3.5-inch disk drive.]*

## Humor

### 5.9999996 Jokes about the Pentium

Intel's recent admission of flawed arithmetic processors in all Pentium chips manufactured before December 1994 sparked a flood of Pentium-bashing stories and jokes. The company's downplaying of the importance of the problem contributed significantly to the humor. Among the stories...

Q: Why didn't Intel call the Pentium the 586?

A: Because they added 100 to 486 and got 585.9999983605.

Q: What's another name for the "Intel Inside" label you find on Pentium PCs?

A: The warning label.

Q: How many Pentium designers does it take to screw in a light bulb?

A1: 1.999042874017. That's close enough for non-technical people.

A2: Three. One to hold the ladder and one to change the bulb.

Q: What do you get when you cross a Pentium personal computer with a research grant?

A: A mad scientist.

Q: What is the successor to the RU-486 birth control drug?

A: The RU-Pentium. It prevents cells from dividing properly.

Q: What algorithm did Intel use in the Pentium's "floating point" divider?

A: "Life is like a box of chocolates."

Intel is considering new names for the Pentium. The top runners include "Approxium", "Almostium", and "Dyslexium".

Here are the slogans Intel is considering for marketing the Pentium:

It's a flaw, damn it, not a bug!

It's close enough. We say so.

Nearly 300 correct opcodes.

You don't need to know what's inside.

Redefines the PC – and mathematics as well!

Division considered harmful.

Why do you think they call it floating point?

We're looking for a few good flaws.

Errata inside. ■

# Closeout Prices on AppleWorks Products

Here is the sale you've waited for: NAUG's special closeout prices on products for your Apple II system. These are the lowest prices ever offered on these items, but quantities are limited; order early to assure that we can fill your order. All items are covered by NAUG's promise of "satisfaction guaranteed or your money back", but no rainchecks at these closeout prices. NAUG accepts Visa and MasterCard. Add \$3.50 s/h for the first item and \$1 for each additional item (maximum s/h: \$5.50). International orders by credit card only; international shipping additional.

## Hardware

**RAM-GS:** 4-megabyte memory card for Apple IIGs computers. List: \$249; NAUG closeout: \$109.95.

**MEG-80z:** 1-megabyte memory card for Apple IIE computers. List: 99.95; NAUG closeout: \$49.95.

**RAM IIC:** 1-megabyte memory card for late model Apple IIC computers. (Call the NAUG office to learn if these cards will work with your IIC.) List: \$199; NAUG closeout: \$109.95.

## Software

**The Manager:** Brings the power of the Macintosh MultiFinder to your Apple IIGs. Install The Manager and you can switch between 16-bit applications with a single keystroke. The Manager also provides an enhanced clipboard that lets you transfer data between programs. Requires an Apple IIGs running System 6.0 or later, at least two megabytes of RAM (four megabytes recommended), and a 3.5-inch disk drive or hard drive. List: \$69.95; NAUG closeout: \$29.95 plus \$3.50 s/h.

## Books/Supplies

**AppleWorks Handbook – Vol. Two:** The 200 best "How to..." articles ever published for AppleWorks. A must for every AppleWorks user. 492 pages. List: \$27.95; NAUG closeout: \$5.

**UltraMacros Primer:** Teaches everything you need to know about UltraMacros 2.x and 3.x. Clearly illustrated with dozens of sample macros to help you get started. Not compatible with AppleWorks 4.0 or later. 248 pages. List: \$19.95; NAUG closeout: \$5.

**Apple II Hard Disk Primer:** This easy-to-read, step-by-step guide shows you how to select, install, configure, and use a hard disk system with your Apple II. 136 pages. List: \$19.95; NAUG closeout: \$5.

**How to Get Started with the AppleWorks Data Base:** Four clearly-written step-by-step lessons that describe how to create and manage AppleWorks data base files, how to create and print reports, and how to generate labels. Ideal for self instruction or for a one- or two-week high school, adult education, or community college lesson on the data base. Regularly \$5; NAUG closeout: \$1.50.

**How to Get Started with the AppleWorks Spreadsheet:** Thirteen easy-to-follow lessons that teach you how to create and manage AppleWorks spreadsheets, how to develop attractively formatted models, how to write formulas, and how to change cell formats. The advanced articles in the booklet describe how to use the @IF, @CHOOSE, and @LOOKUP functions and how to manage text entries in spreadsheet templates. 64 pages. Regularly \$7.50; NAUG closeout: \$1.50.

**AppleWorks Command Cards:** NAUG's popular prompt cards for AppleWorks. Excellent reminders for yourself or for students using AppleWorks. Printed on high quality card stock. Specify AppleWorks 1.x-3.0 or AppleWorks 4.x-5.0. Package of 20 cards. Regularly \$5.95; NAUG closeout: \$1.95.

**AppleWorks Printer Wall Charts:** These popular 2-color, poster-size wall charts contain the information you need to use more than 100 different printers with AppleWorks. List: \$7.95; NAUG closeout: \$1.



# How to Use the GS/OS MemoPad in AppleWorks

by Keith Johnson

GS/OS, the Apple IIGS operating system, offers Apple IIGS owners an easy-to-use Finder interface and compatibility with dozens of valuable system-level enhancements called "New Desk Accessories". You can access these NDAs from within any GS/OS application, and each NDA adds functionality to your GS/OS programs.

There are hundreds of NDAs for a IIGS. One of the most popular is C.K. Haun's MemoPad, which lets you create and store notes without disrupting the flow of your work in any IIGS-specific application. [Ed: MemoPad is freeware. A copy of MemoPad comes on this month's issue of NAUG on Disk.]

Of course, AppleWorks runs under ProDOS, Apple's older 8-bit operating system. As a result, your NDAs are not available when you run AppleWorks, even on Apple IIGS computers. However, since MemoPad stores your data in a standard text file, you can access that data from within AppleWorks.

Long-time NAUG member Daniel Sczygelski wrote a macro that makes it easy. Mr. Sczygelski's macro automatically loads the MemoPad file, lets you view and change it with AppleWorks, and quickly re-saves the file to disk when you are finished. Figure 1 contains the macro, which includes some changes I made to accommodate different systems.

As you will see when you study Figure 1, you can easily modify the macro so it works with any text file. That lets you use AppleWorks to maintain a "To Do" list, a list of telephone numbers, or a simple notepad for keeping information handy.

And you can use the macro on any Apple II capable of running AppleWorks; you do not need an

Apple IIGS or GS/OS. But remember to have your text file available online whenever you launch the macro.

Although the macro in Figure 1 requires AppleWorks 4.0 or later and UltraMacros 3.x or later, separate directions describe how to revise the macro for use with AppleWorks 3.0.

## How to Use the Macro

Follow these steps to use the macro:

1. Type the macro in Figure 1 into your macro file. Mr. Sczygelski uses <sa-M> to launch the macro, but you can use any other key combination you like. Substitute the correct pathname to the MEMOPAD.FILE file on your system.
2. Compile the file and save it as your default macro set. [Ed: Step-by-step directions for adding the macro to your default macro set appear in the sidebar "How to Add a Macro" in the April 1994 issue of the AppleWorks Forum.]
3. Press <sa-M> when you want to view your MemoPad data. The macro will load the MEMOPAD.FILE text file into the word processor. You can make any changes you wish. When you are finished, press <sa-M> again and the macro will re-save your data in a text file in its original directory. The data is immediately ready for use with the MemoPad NDA when you quit AppleWorks or with the <sa-M> macro within AppleWorks.

**"This macro makes it easy to edit text files with AppleWorks."**

**Figure 1: Macro that Loads and Saves Your MemoPad File**

```
M:<all><                                { Define the MemoPad macro.                }
oa-Q :                                { Display the Desktop Index.          }
$0 = "MEMOPAD.FILE" : find :           { Look for the MemoPad file.          }
$2=$0 : rtn:                           { Store the MemoPad file name.        }
if Z = 0 :                               { If the file is not on the desktop... }
  oa-Q : esc :                           { ...go back to Main Menu...          }
  disk : $1 = $0 :                       { ...store the current directory in $1... }
  $0 = $2 :                               { ...retrieve the MemoPad file name... }
  rtn :                                   { ...choose "Add files"...             }
  down : rtn :                           { ...choose "From a different disk"... }
  up : rtn :                             { ...choose "From a ProDOS directory"... }
  oa-Y>/HD1/SYSTEM/DESK.ACCS<rtn : { ...enter the correct directory...    }
  find : rtn :                           { ...look for the file and load it...  }
  esc :                                   { ...return to the Main Menu...        }
  up : up : rtn :                         { ...choose "Other activities"...      }
  rtn :                                   { ...choose "Change current drive"...   }
  up : rtn :                             { ...choose "ProDOS directory"...      }
  oa-Y : print $1 : rtn :                 { ...enter the original directory...   }
  oa-Q : find : rtn :                     { ...and go to the MemoPad file.       }
else :                                   { If the file is already on the desktop... }
  oa-P rtn>1<up : rtn : rtn :             { ...choose "Print to text file".      }
  oa-y :                                  { Erase the pathname provided.         }
>/HD1/SYSTEM/DESK.ACCS/MEMOPAD.FILE< { Enter the correct pathname.         }
rtn>Y<                                   { OK overwriting the old file.         }
oa-Q : esc:                             { Return to the Main Menu.            }
>4<rtn :                                 { Choose "Remove files".              }
find :                                   { Select the MemoPad file.            }
y = peek #curver + 1 :                   { Store the vertical position of the cursor. }
$9 = screen 32,y,1 :                     { Store the first character of the file status. }
rtn :                                    { Start the file removal process.      }
if $9 = "C" or $9 = "N" :                 { Is the file changed?                }
  >4<rtn>Y<                               { "Yes": Remove without saving.        }
  oa-Q : esc>!                           { Return to the Main Menu.            }
```

## Technical Details

Mr. Sczygelski's macro starts by searching the AppleWorks desktop for the MemoPad file. If it does not find the file, it changes the active directory to the one that contains the file, and loads the file. (The macro uses AppleWorks 4.0's and later ability to load a text file from a file list. The section "An AppleWorks 3.0 Version" later in this article describes how to modify the macro for AppleWorks 3.0, which does not list text files on your normal file lists.)

If the file is already on the desktop, the macro assumes that you want to remove it, so it prints the file to disk as a text file. It then removes the file without saving the AppleWorks version of the file on your desktop.

The macro does not check for the existence of either the pathname or the file itself. But it only works if you have a file named MEMOPAD.FILE in the proper directory before launching the macro. If you used the MemoPad NDA, this was already done for you. UltraMacros 4.x users could use the .online command to add this check to the macro.

The macro also does not check whether the desktop is full. Such a check could be added, but would use additional space in the macro table.

## Other Uses

As indicated earlier, you can use the macro with any text file. Either name the file MEMOPAD.FILE, or change the file name and/or pathname in the macro. You could even create variants of the macro to manage additional text

files. But be sure the text files are in place before you launch each macro.

## A Simpler Version

You can simplify the macro in *Figure 1* by configuring AppleWorks so it automatically re-saves text files as text files. [Ed: Step-by-step directions for changing this setting are in the sidebar "Changing AppleWorks's Text File Defaults" that accompanies this article.] If you change that AppleWorks setting, you can replace the 14 lines beginning with

```
else : { If the file is already on the desktop... }
  oa-P rtn>1<up : rtn : rtn
        { ...choose "Print to text file". }
```

and continuing to the end of the macro with the following:

## An April 1 Macro

NAUG members are familiar with the desktop metaphor that underlies AppleWorks. It's an appropriate metaphor because much of what we do with AppleWorks parallels the tasks we used to perform with the other tools on our desks.

But we can use other metaphors. The two macros in *Figure A* demonstrate an alternate interpretation of what is going on in AppleWorks.

Type these macros into your macro file, and compile. Then go to the Main Menu, press <ba-F>, and contemplate this new horizon.

These macros work with AppleWorks 4.x and UltraMacros 4.x. You can make these changes permanent with any good disk editor – if you're the type to court danger in that fashion.

### Figure A: New Metaphor Macros

```
<ba-F>:<asr><
$2 = "" : 1 = len $1 :
for i = 1 to 1 :
    $3 = mid $1,i,1 : x = asc $3 :
    x = x - 3 : $3 = chr$ x :
    $2 = $2 + $3 : next i :
pokestr $2,p>!

<ba-F>:<all><
x = peek $e86 : if x = 1 :
$1 = "Dgg#ilvk#wr#wkh#Ilvkerzo" : p = 9919 : ba-F :
$1 = "Ilvk" : p = 10060 : ba-F :
$1 = "Uhpryh#ilvk#iurp#wkh#Ilvkerzo" : p = 10013 : ba-F :
$1 = "Zrun#zlw#rqh#ri#wkh#ilvk#lq#wkh#Ilvkerzo" : p = 9944 : ba-F :
$1 = "Vwlfn#ilvk#edfn#lq#srqg111" : p = 9986 : ba-F :
$1 = "Rwkhu#ilvk#vwxii" : p = 10043 : ba-F :
oa-Q : esc>!
```

— Keith Johnson

```
else :      { If file is already on the desktop... }
oa-ctrl-S : { ...save file to original directory... }
oa-Q : esc : { ...return to the Main Menu... }
>4<rtn :    { ...choose "Remove files"... }
rtn>!      { ...and remove the file. }
```

With this change, the macro no longer checks if the file was changed, but saves it as a text file regardless.

### An AppleWorks 3.0 Version

You can alter the macro to work with AppleWorks 3.0. Replace lines 9-13 starting with

```
rtn :      { ...choose "Add files"... }
```

and ending with

```
find : rtn : { ...look for the file and load it ... }
```

with the following:

```
rtn :      { ...choose "Add files"... }
down : rtn : { ...choose "A different disk"... }
up :      { ...choose "ProDOS directory"... }
oa-rtn :   { ...choose to enter pathname... }
oa-Y :     { ...erase current pathname... }
>/HD1/SYSTEM/DESK.ACCS<rtn :
           { ...enter the directory... }
>3<rtn :   { ...choose to make a new WP file... }
down : rtn : { ...choose "From a text file"... }
find : rtn : { ...look for the file and load it... }
```

### Changing AWs' Text File Defaults

The easiest way to simplify the macro in *Figure 1* is to change AppleWorks' defaults so it automatically re-saves text files as text files. Follow these steps to change that setting:

1. Choose "5. Other activities" from the Main Menu.
2. Choose "5. Select standard settings..." from the Other Activities Menu.
3. Choose "10. Miscellaneous" from the Standard Settings Menu.
4. Change "9. Save text files as text" to "Yes" on the Miscellaneous Menu.
5. Press <oa-q> to save your changes and display the Desktop Index.

### Benefits of UltraMacros 4.x

AppleWorks users running UltraMacros 4.x can use the new .setdisk command to set the pathnames. If you use UltraMacros 4.x, you can replace the 11 lines starting with

```
rtn :      { ...choose "Add files"... }
down : rtn : { ...choose "From a different disk"... }
```

## My Favorite Macro...

and ending with

```
oa-Q:find:rtn: { ...and go to the MemoPad file. }
```

with the following:

```
.setdisk "/HD1/SYSTEM/DESK.ACCS" :  
    { ...set the directory of the MemoPad file... }  
rtn :      { ...choose "Add files"... }  
rtn :      { ...choose "From current disk"... }  
find : rtn : { ...look for file and load it... }  
.setdisk $1 :  
    { ...and re-set the pathname to its original value. }
```

### Conclusion

This month's "favorite macro" is another example of how innovative programmers can develop useful, flexible macros. Like AppleWorks itself, creative users will find dozens of applications for this interesting macro.

*[Keith Johnson is Associate Director of the Fleischmann Planetarium at the University of Nevada.]*

*[Daniel Sczygelski is a Laser Technology Instructor at Northcentral Technical College in Wausau, Wisconsin and is also President of the Wausau Area Apple Users Group. You can reach him at (715) 675-3331 ext. 4377.]*

## Still Doing Your Taxes?

If you are still completing your 1994 tax forms, you should get 1040Works, NAUG's collection of professionally-developed templates that will make your job easier. You enter the data in the template, press Apple-K, and AppleWorks does all the work. Find a last minute deduction? It's no problem with 1040Works. Just change the value in the template, press Apple-K, and 1040Works makes all the changes to your computations.

1040Works costs \$29.95 plus \$3.50 s/h directly from NAUG. (Non-NAUG members: add \$3.) The 1040Works Tax Planner, which calculates your quarterly estimated tax payments and withholding and helps you develop effective tax-saving strategies, costs \$29.95 plus \$3.50 s/h (\$19.95 including shipping if ordered with 1040Works). 1040Works requires an Apple II equipped with enough RAM to provide at least a 256K AppleWorks desktop. Specify 5.25-inch or 3.5-inch disks when you order.

*[NAUG, Box 87453, Canton, Michigan 48187; (313) 454-1115; Fax: (313) 454-1965.]*

## Humor

### New Viruses Discovered

Recognizing that there is probably something here to offend everybody, here are some new "viruses" from the annals of user group newsletters around the country:

**Paul Reverse Virus:** This revolutionary virus warns of impending hard disk attack once if by network, twice if by SCSI.

**Right to Life Virus:** Won't let you delete a file no matter how old it is. If you attempt to erase a file, it requires you to first see a counselor about possible alternatives.

**Ross Perot Virus:** Activates every component in your system, just before the whole thing quits.

**Oprah Winfrey Virus:** Your 200-megabyte hard drive suddenly shrinks to 80-megabytes, and then slowly expands back to 200-megabytes, then shrinks again to 80-megabytes.

**AT&T Virus:** Every three minutes it tells you what great service you're getting.

**MCI Virus:** Every three minutes it reminds you that you're paying too much for the AT&T virus.

**Ted Turner Virus:** Colorizes your monochrome monitor.

**Arnold Schwarzenegger Virus:** Terminates and stays resident. It'll be back.

**Dan Quayle Virus:** There is something wrong with your computer; we just can't figure out what.

**Government Economist Virus:** Nothing works, but all your diagnostic software says everything is fine.

**Federal Bureaucrat Virus:** Divides your hard disk into hundreds of little units, each of which does practically nothing, but all of which claim to be the most important part of the computer.

**Gallup Virus:** Sixty percent of the computers infected will lose 38% of their data 14% of the time (plus or minus a 3.5% margin of error).

**Texas Virus:** Makes sure that it's bigger than any other file.

## Letters to NAUG...

### AppleWorks 5 and the HP DeskJet

Dear NAUG:

Here's a tip for my fellow NAUG members trying to use an HP DeskJet printer with AppleWorks 5.

The TimeOut application that comes with AppleWorks 5 installs the necessary driver. But you have to change the printer interface card setting to Control-I ØN to get it to work properly. Quality shipped AppleWorks 5 with the wrong interface card setting.

Robert Boucher  
Houston, Texas

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### How to Print Odd and Even Pages with AppleWorks 5

Dear NAUG:

I like the feature in AppleWorks 5 that lets me print the odd and even pages back to back on the page, but users must be careful printing at eight lines per inch. The odd pages print correctly. But don't turn off your printer after printing the odd pages. If you do, the even pages print at six lines per inch and the page breaks occur at 14 inch intervals. If you leave your printer on, AppleWorks 5 prints correctly.

Daniel Sczygelski  
Wausau, Wisconsin

*[Steve Beville responds: If you enter an eight lines per inch command at the beginning of a document, AppleWorks sends that command when it starts the print job. When you print the odd pages, AppleWorks picks up the eight lines per inch command on page one and sends it to the printer. When you turn the printer off, you purge the eight lines per inch setting and restore the printer's six lines per inch default.]*

*If you need to turn the printer off between the odd and even-page printouts, enter an eight lines per inch command at the top of page two.]*

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### AppleWorks 5 Glossary Bug

Dear NAUG:

I need some help using the glossary that came with AppleWorks 5. The "Letterhead" displays "@1@Ocn" and then returns to the Main Menu. Quality Computers reports that the Glossary module is unchanged from AppleWorks 4.3 and that I probably have a bad disk. I installed the new disk they sent me but I still get "@1@Ocn". What's the problem?

Charles Myler  
San Antonio, Texas

*[Steve Beville replies: You discovered that the AWP.Glossary file that ships with AppleWorks 5 wasn't updated to replace the @'s with mousetext open-apples.]*

*The easiest way to update your copy is with TO.DB Replace. Launch DB Replace, choose replace "Anywhere" and replace the @'s with the mousetext open-apple by typing <ctrl-t shift-A rtn> at the "Replace with what?" prompt. Then choose "All". As you'll discover, TO.DB Replace works just like the Replace Command in AppleWorks' word processor module.]*

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The **National AppleWorks Users Group (NAUG)** is an association dedicated to supporting AppleWorks users. NAUG provides technical support and information about AppleWorks and enhancements to that program. Our primary means of communicating with members is through the monthly newsletter entitled the **AppleWorks Forum**.

**Apple-Works F o r u m**

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## Apple II Dealers

Dear Cathleen,

Please add these two excellent Apple II vendors to your list published in the January 1995 **AppleWorks Forum**:

Memory Plus Distributors, 7902 E. Pierce Street, Scottsdale, Arizona 85257; (602) 820-8819; Fax: (602) 968-3211. Fred Cortazzo, the President of Memory Plus, is very dependable and agreeable. *[Ed: Mr. Cortazzo is a long-time NAUG supporter. Our apologies for leaving Memory Plus off our January list.]*

Computer Haus, 1045 S. Airport Road, Traverse City, Michigan 49684; (616) 946-1045. Computer Haus has an excellent Apple II technician; they are my summer service center.

Dr. Paul Liddicoat  
Sun City, Arizona

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## Protecting Your Data

Dear Cathleen,

Is there any way to protect my Apple IIc against power fluctuations and outages? I use a surge protector to protect against voltage "spikes", but what can I do to protect my system from momentary power outages?

Edward Hinckley  
Vienna, Maine

*[Ed: Power outages and "brownouts" can destroy the data in your system's memory, and a critically-timed outage can make it impossible to access the data on a floppy disk or hard drive. In addition, the surge that occurs when the power comes back on can damage your hardware.]*

A high quality "Uninterruptable Power Supply" (UPS) offers the best protection against all these power supply problems. But choosing the right system requires some thought.

UPSes come in two quality ranges: "Continuous" and "Stand-by".

"Continuous" UPSes isolate your computer from the electric power grid by supplying all AC power from the battery built into the UPS. By completely isolating your system from the wall outlet, a continuous UPS supplies the most stable AC power to your computer.

"Stand-by" UPSes leave your computer connected to the power grid, but switch to their built-in battery backup as soon as they sense fluctuations in the AC power. The need to provide an instantaneous switch to a separate battery-backed power supply is quite a challenge to the designers of these stand-by units.

Unfortunately, continuous UPSes are expensive and are generally designed for commercial applications. Most home/office UPS systems are of the less expensive stand-by variety, which means they must respond quickly and reliably to fluctuations in your AC power. In addition, manufacturers of stand-by systems often obscure the fact that their system has to "kick in" to protect your data. (If your UPS costs less than \$1,000, you can assume it is of the stand-by variety.)

Tripp makes the "Cadillac" of UPS systems, and NAUG used a Tripp stand-by UPS with excellent results for more than five years. (It burned out earlier this year.) We are now experimenting with a \$158 UPS from MEI/Micro Center but have not used it long enough to draw conclusions about its reliability. (MEI/Micro Center, 1100 Steelwood Road, Columbus, Ohio 43212; (800) 634-3478; Fax: (614) 486-6417. Order SKU #926667.)

UPSes also come in different power ranges. The higher the power rating of the UPS, the more equipment you can connect to the system and the longer it will power your equipment. But you must be careful because the numbers that manufacturers use to name their systems are often confusing. For example, the MEI "250" system provides 170 watts of power and is rated for up to 2.1 amps. The "500" UPS used by NAUG provides 340 watts and is rated for 4.2 amps. NAUG members familiar with Ohms Law can calculate the minimum power rating they need for their system, but we suggest that you buy at least a 340 watt unit.



## Letters to NAUG...

Although the 170 watt unit provides enough power for most Apple II computers, it will give you less than five minutes to save your data and shut down your system. The larger the unit, the longer your data can "survive" a power blackout.]

### Recommended Apple IIGS Printer

Dear Cathleen,

My HP DeskJet, which I'd used for too many years, finally "died" the other day. The clerks at my local computer store knew nothing about an Apple IIGS, so I turned to HP's famous 1-800 service, which turned out to be of no use whatsoever.

Undaunted, I returned to the computer store and found an Epson Stylus 800+ printer at a very reasonable price. Being an adventurer (an Apple IIGS user must be one these days), I bought the Epson and set off for my home office. Within 30 minutes I had an operating printer connected to my Apple IIGS. I used the Epson MX printer setting built into AppleWorks 5.0, entered some of the extra codes I used with my DeskJet, and was able to re-create my previously printed documents.

Look for this Apple friendly printer...the Epson Stylus 800+.

Paul Kinney  
Louisville, Kentucky

*[Ed: You can use any IBM-compatible printer with your Apple II, but check if it has the correct interface for your system. Most PC-compatible printers use a parallel interface, which requires a parallel interface card in your computer. Late model Apple II's (including all Apple IIGS's) standardized on the serial interface. Fortunately, you can install an inexpensive parallel printer interface card in your IIe or IIGS computer and use any of the PC-compatible parallel printers.*

*You can also use a serial-to-parallel converter to convert the serial output from your Apple II to the parallel format required by your PC printer. NAUG uses a combination serial-to-parallel converter and print buffer from Black Box Corporation to connect a PC parallel printer to the serial*

*port on one of our Apple IIGS systems. The buffer built into this converter lets us continue to use AppleWorks while the printer is working. (Black Box Corporation, Box 12800, Pittsburgh, Pennsylvania 15241; (412) 746-5530; Fax: (800) 321-0746.)*

*Try to find a printer that emulates one of the printers on AppleWorks' Printer Menu. Alternatively, look for your printer on NAUG's Printer Drivers Disk, which includes the printer control codes for more than 100 printers. Otherwise, you will have to add the unit as a "Custom Printer" and enter all the control codes into AppleWorks.]*

### Date Format Changes

Dear Cathleen,

I've used AppleWorks for years, but suddenly all the dates in my financial data base changed to the European style (4 March 1995). What did I do to convert all the dates in my file? Will my dates forever appear in this new format?

Liz Holmes  
Bayview, Michigan

*[Ed: AppleWorks 3.0 and later lets you change the format of the dates in your data base files. But the underlying dates stored in your files remain unchanged. Follow these steps to restore the dates on your screen back to the default format:*

- 1. Select "Other Activities" from the Main Menu.*
- 2. Choose "Select standard settings for AppleWorks" from the Other Activities Menu.*
- 3. Select "Change date format" from the Standard Settings Menu.*
- 4. Select choice #1, "Mon DD, YYYY (April 11, 1988)" from the Change Date Format Menu.*
- 5. Press Apple-Q and then the Escape Key to return to Main Menu.]*

# New Disks in the NAUG Library

## **TimeOut DupeFinder**

TimeOut DupeFinder is a powerful new macro-based TimeOut application that identifies and deletes duplicate records in AppleWorks data base files. DupeFinder offers impressive data matching capabilities that let you check records for duplicate contents in up to five categories. You can check for exact matches or matches of a specified number of characters. The well-designed DupeFinder interface makes the package easy to understand and use.

The TimeOut DupeFinder disk includes ready-to-run TimeOut versions of the macros, source files for users who want to study and/or modify the code underlying the applications, and complete documentation, including a brief tutorial. The package works with version 4.0 or later of AppleWorks.

Our thanks to Joe Walters of St. Charles, Illinois for developing this valuable utility and for contributing his work to the NAUG Public Domain Library. Mr. Walters thanks fellow NAUG member Dan Crutcher for his help designing and developing DupeFinder.

## **MemoPad**

MemoPad is an easy-to-use Apple IIGS New Desk Accessory (NDA) that lets you jot down notes while you are working in the Finder or within any GS/OS-compliant application. MemoPad stores your notes in a text file that you can access with AppleWorks, AppleWorks GS, or with MemoPad. See the My Favorite Macro article elsewhere in this issue of the *AppleWorks Forum* for a macro that makes it easy to integrate MemoPad files and AppleWorks.

## **Change-A-File/Resurrection**

Here is important news to AppleWorks 5 users: The latest version of Dr. Harold Portnoy's popular Change-A-File utility can recover damaged AppleWorks 5 word processor and data base files. Change-A-File 4.22 can also strip and insert line-feeds, strip control characters, and convert AppleWorks 3.0, 4.x, and 5.0 word processor files into AppleWorks 2.x format files that you can read with any version of AppleWorks.

Resurrection, a second valuable utility on this disk, recovers intact AppleWorks files from disks with damaged ProDOS directories.

Change-A-File and Resurrection are shareware; you send the developer \$8 (non-members, send \$10) after you order the disk from NAUG. This is a one-time shareware payment; if you paid earlier, you do not have to send an additional payment after you order this disk. However, we encourage members to send Dr. Portnoy additional payments to show their support for his continued development of these valuable utilities.

## **HP LaserJet 4M Printer Driver**

NAUG members with HP LaserJet 4-series printers will appreciate Terrel Smith's new HP LaserJet 4M Printer Driver disk. Mr. Smith's driver makes it easy to use these popular HP printers with AppleWorks 3.0, 4.x, and 5.0. The driver lets you use the monospaced fonts built into these printers and supports underlining, boldface, and italics.

Although designed and tested with LaserJet 4M printers, the driver should work with all HP LaserJet 4-series printers. Our thanks to Howard Katz and Douglas Gum for making Mr. Smith's driver compatible with AppleWorks 3.0 and 5.0.

NAUG members with other printers should order NAUG's Printer Driver disks for AppleWorks 3.0, 4.x, or 5.0. These disks make it easy to install more than 100 non-supported printers into AppleWorks 3.0 or later. For complete descriptions of these disks, see page 14 of the February 1995 issue of the *AppleWorks Forum*. Remember to specify the version of AppleWorks you use when you order.

## **ProDesk Plus 4.2**

NAUG is now shipping version 4.2 of ProDesk Plus, Dr. Helge Malmgren's popular 8-bit program selector and file/disk management utilities for Apple IIc, IIc+, IIGS, and enhanced Apple IIe computers. (See page 20 of the December 1994 issue of the *AppleWorks Forum* for a complete description of ProDesk Plus.)

## Public Domain Update...

Dr. Malmgren significantly enhanced ProDesk Plus' Library function in version 4.2. ("Library", which was introduced with version 4.0, makes it easy to keep track of the contents of your floppy disks and hard drive volumes.) Version 4.2's Library function creates a text file with information about all the files on each "registered" volume. You can use that file to print or search a complete register of all the files on your disks.

Other improvements include better handling of non-ProDOS volumes and the elimination of all known bugs in previous versions of ProDesk.

ProDesk Plus is shareware; you send the author \$20 after you get the disk from NAUG. (The shareware fee is a one-time payment. Registered ProDesk users do not pay an additional shareware fee for this upgrade.)

### Barrows' Utilities – Disk 17

Roy Barrows fans: Here is the seventeenth disk filled with valuable AppleWorks utilities from this prolific developer. You need AppleWorks 5 to use the utilities on this disk.

**File Tools:** An easy-to-use, menu-driven collection of file management utilities that (a) set a quickpath and adds files from that location, (b) add files from the current path, (c) change drives or subdirectories and return to the current menu, (d) delete any or all of the current desktop files with a single keypress, and (e) save all the desktop files to the current path or any quickpath.

**Inverser:** Converts any block of text to inverse characters.

**Launch Task:** Makes it easy to launch task files.

**Proof Read:** Lets you scroll through a document screen-by-screen or page-by-page by pressing the Spacebar or Arrow Keys.

**Super Read:** Adds ten single-line menu-driven clipboards to AppleWorks.

**Clip Tool:** Lets you transfer any subset of text from the clipboard into a word processor document.

**Path Tool:** Lets you change AppleWorks' eight quick paths without typing the new paths.

**PIC Viewer:** Lets you view double high-res and Print Shop graphics from within AppleWorks.

**SP Tools:** Easy-to-use, menu-driven spreadsheet tools that (a) turn report headers on and off, (b) blank an entire spreadsheet, (c) convert values to labels and labels to values, (d) allow longer entries in a cell, (e) print any block you specify to the clipboard, (f) provide faster column width changes, (g) display information about the current file, and (h) automatically insert sequential numbers in a spreadsheet.

**Window Tool:** Displays up to 16 lines from any other file in your current word processor document.

Barrows' Utilities – Disk 17 contains both Time-Out and task file versions of each utility, word processor files with annotated copies of the macros, and documentation in AppleWorks word processor files on the disk. These utilities add important functionality to AppleWorks 5, and macro authors will enjoy studying Mr. Barrows' macros to see how he designs and implements these features.

Our thanks to Roy Barrows for his continued contributions to the AppleWorks community.

### How to Get Disks

Unless otherwise noted, all disks are available in both 5.25-inch (\$4) and 3.5-inch (\$6) format, plus \$2 s/h *per order*. Order from: Public Domain Library, NAUG, Box 87453, Canton, Michigan 48187; (313) 454-1115; Fax: (313) 454-1965. NAUG accepts Visa and MasterCard.

All NAUG disks (except system disks provided by Apple Computer) are also available for downloading from NAUG's electronic bulletin board (the Electronic Forum), and from the NAUG areas on CompuServe, America Online, and GENie.

The easiest way to get NAUG's disks is to order an annual subscription to **NAUG on Disk**. Each issue of **NAUG on Disk** includes all the public domain disks described in that month's issue of the *AppleWorks Forum*. A one-year (10-issue) subscription to **NAUG on Disk** costs \$90. Individual issues cost \$10, including first class postage (international shipping additional). **NAUG on Disk** requires a 3.5-inch disk drive.

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NAUG shares members' addresses with other users groups and selected vendors. If you do not want to receive mail from these agencies, check here: ☐

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